



District of Columbia Air National Guard

AGR Job Announcement

07-331



APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 APPLICATION MUST BE RECEIVED ON CLOSING DATE BY <u>1500 HRS</u> IN ORDER TO RECEIVE CONSIDERATION	OPENING DATE: 15 June 2007	CLOSING DATE: OUF
	Position Title, Series, Grade, Salary Range Production Recruiter 9950000	
	Maximum Military Rank: TSgt	
	Selectee will be assigned to a compatible military position.	
Position Location: 113 th MSG, DCANG Andrews AFB, Maryland	Military Duty Assignment: 8R000, Any AFSC	
	Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer	
AREA OF CONSIDERATION: Open Group III/AGR Resource Available.		
Special Remarks: Not to exceed 2 year tour		
Instruction for Applying: This office will not accept applications mailed at government expense. Electronic or fax applications will not be accepted. Failure to submit all documents will result in your application not being considered for employment. HRO will not return or copy applicant's submitted application. Applicant's application must contain current unit assignment, AFSC/SSI, and military grade. All submitted documents must be current.		
<u>AGR APPLICATION REQUIRED DOUCMENTS:</u> 1.) NGB34-1, dated Oct 2002, Application for Active Guard/Reserve (AGR) Position with original signature. <u>No binders please</u> . No obsolete forms will be rated RIP (Report of Individual Performance) 2.) Complete Record of Individual Performance (RIP) 3.) DD 214 (if applicable) 4.) Fitness Test 5.) Email address; additional point of contact number(s) (separate paper) (New Item)!		
Condition of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a AGR member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> Selectee is required to participate in electronic funds transfer/direct deposit.		
AGR Employment Questions: SFC Dexter McNair, Human Resource Assistant can be reached at 202-685-9767 or DSN 325-9767.		
Evaluation Process: Applications will be evaluated solely on information supplied in the application (OF612, SF171, resume or NGB34-1). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.		
Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, in conformance with NGB Regulation 690-600 and ANGR 40-1613.		

This announcement must be posted on unit bulletin boards until the day following the closing date.



The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

Announcement Number: 07-331

Position: Production Recruiter, 9950000

Brief Description of Duties:

Assist the ROS in the planning and organizing of recruiting activities. Assist the ROS in developing a unit recruiting operations plan utilizing ANG tools provided such as the Recruiting, Planning, Analysis System (RPAS) to include goals and objectives, recruiting activities, advertising and financial planning. Maintain locally established recruiting production standards to meet enlisted and officer unit and state strength requirements IAW ANGI 36-2105, and ANGI 36-2002 and ANG initiatives. Analyze industrial and population content of communities to determine the demographic requirements for recruiting programs. Utilize the Air Force Recruiting Information Support System (AFRISS) to its full capabilities to include managing the High School Program IAW 36-2602. Incumbent may be required to prepare for and support the mission through the accomplishment of duties pertaining to military training, military readiness, force protection and other mission related assignments including, but not limited to, training of traditional Guard members, CWDE/NBC training, exercise participation (ORE/ORI/UCI/MEI/OCI/IG, etc.), mobility exercise participation, FSTA/ATSO exercise participation, SABC training, LOAC training, weapons qualification training, participation in military formations, and medical mobility processing within the guidelines of NGB/ARNG/ANG/State/TAG rules, regulations and laws. Performs other duties assigned.

Qualifications: 8R000

Specialized Experience:

1. Must be knowledgeable of the organization, mission, and operations of the ANG, and the methods and techniques of recruiting. Experience in the use of newspaper, magazines, radio, television and photographic media for advertising purposes is desirable.
2. Comply with military duty eligibility requirements IAW ANGI 36-101.
3. Have a high school diploma or General Education Diploma (GED) equivalent. Possess a valid state driver's license.
4. Be in the grade of E-4 (Senior Airman) through E-6 (Technical Sergeant). E-3 (Airman 1st Class) appointments may be waived by ANG/MPPA.
5. Possess a high moral character and unquestionable integrity.
6. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and within ANGI 10-248 standards. Must maintain outstanding appearance, military bearing, and high standards of conduct; to include no history of disciplinary actions. Must meet physical profile IAW AFI 48-123.
7. Must be able to speak clearly and communicate effectively.
8. Graduation of USAF/ANG/AFRES Recruiting School (L3ALR8R000-006, L3AZR8R000-008, L3AZR8R000-007) is mandatory.
9. Prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory for entry into this Special Duty Identifier
10. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties. Must possess skills in oral and written communication and have working knowledge in current computer software applications.
11. Must be willing to work long irregular hours and become involved in civic and military activities; and be subject to intense public scrutiny.
12. Must attend the Advanced Recruiting Course within one year of appointment.
13. Completion of the applicable sales training programs within one year of assignment is mandatory.

**Current Unit assignment, AFSC/SSI and Military grade must be included on application.
Incomplete applications will not be considered for employment.**